

Team guidelines

The team goal is to work together to create a program that is better than any one team member could create individually. For that reason, it is important for each member to actively contribute ideas, suggestions, and concerns. This is made more difficult when team members are participating long distance and cannot interact using nonverbal tools such as eye contact and body language, which are common in face to face interactions.

The following guidelines are designed to encourage collaboration when members cannot participate in person. Column one contains the guideline and column two suggests ways to use Wimba tools to help to achieve the guideline. The team can modify and add to the list as needed.

Guidelines	Wimba Tools to Achieve Guideline
1. Be on time and prepared to participate.	<ul style="list-style-type: none">• Log into Wimba 10 minutes early- no matter how many times you've used it. Technical problem appear when you least expect them.
2. Be fully present in the meeting	<ul style="list-style-type: none">• Get rid of distractions such as ringing phones or checking e-mail. Post a sign at your cubicle/office door to alert others you are participating in an online meeting and cannot be interrupted.• If you must leave the meeting, use the bird to alert participants to your absence.
3. Encourage everyone to participate in the team's discussions.	<ul style="list-style-type: none">• Raise your hand before speaking.• Wait to be recognized by the facilitator.
4. Express support and acceptance of other team members. Show interest, praise participation, and seek out other's ideas.	<ul style="list-style-type: none">• Use the chat function and emoticons to communicate with either the group or the individual.
5. Listen attentively to what others have to say. Don't interrupt.	<ul style="list-style-type: none">• Use chat or voice to clarify after the person has spoken.

6. If you disagree with someone's idea, do so by asking helpful questions.	<ul style="list-style-type: none"> • Use both voice and chat to clarify as needed.
7. Be prepared and willing to explain your reasoning.	<ul style="list-style-type: none"> • If possible have URLs to demonstrate specific ideas or programs. They can be posted in chat for participants to view the website.
8. Look for creative ways to combine or modify differing ideas to create one that might work better.	<ul style="list-style-type: none"> • Suggest using the white board to outline combinations of ideas.
9. Give up ownership of ideas and strive for a win/win	<ul style="list-style-type: none"> • Use the check to signify agreement with ideas you would like to implement.